



UMEÅ UNIVERSITY

# PROCEDURE FOR THE ACQUISITION OF EDUCATIONAL QUALIFICATIONS AT UMEÅ UNIVERSITY

Type of document:	Code of rules and procedures
Date of approval:	1 July 2020
Reg. no:	FS 1.1-1391-20
Approved by:	The Vice-Chancellor
Validity:	Until further notice
Field:	Human Resources, Equal Opportunities and Work Environment
Office in charge:	Human Resources Office
Replaces document:	FS 1.1-14444-19



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# 1. Description

Umeå University has a model for the acquisition of educational qualifications meaning that teachers can apply for qualification for two consecutive levels: 1) recognised university teacher, and 2) distinguished university teacher.

This code of rules and procedures describes how university teachers apply for the acquisition of educational qualifications. This document also describes the procedure and decision-making process for all parties involved: applicants, expert advisers, the Pedagogical Qualification Board, and the faculties.

# 2. Background<sup>1</sup>

The overall goal of Umeå University's model for the acquisition of educational qualifications is to contribute to a continual improvement of the quality of education by:

- encouraging teachers to develop a high degree of educational expertise
- highlighting and rewarding a high degree of educational expertise in our teachers
- encouraging departments and faculties to foster good conditions for educational development
- clarifying criteria for the acquisition of educational qualifications, and
- assessing and rewarding this expertise, based on these criteria.

The model is made up of two levels, with a clear progression between the levels:

- Recognised university teacher (Level 1)
- Distinguished university teacher (Level 2)

*A recognised university teacher* is expected to have extensive teaching experience that goes beyond what is required for the employment of teaching staff at Umeå University. To come in question for a recognised university teacher qualification, focus lies on the teacher's commitment and skills in planning, implementing, assessing, evaluating and developing the education, and meeting students.

*A distinguished university teacher* is expected to have teaching experience that goes beyond what is required for the qualification as a recognised university teacher. To come in question for a distinguished university teacher qualification, focus lies on educational leadership and ability to disseminate knowledge.

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<sup>1</sup> Due to the contents and nature of the document, concerns for perspectives regarding work environment, collaboration, sustainability, availability, student or international have not been taken.



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Criteria for acquisition of educational qualifications can be found on the university's intranet under *Acquisition of educational qualifications*.

### 3. Applying for acquisition of educational qualifications

Acquisition of educational qualifications is a two-step process. The application for appointment as a distinguished university teacher may only be submitted by teachers who have previously been appointed as recognised university teacher. The faculties make a joint call for applications twice a year and the last day to apply is usually in the middle of February and in the middle of September.

For validation of other educational qualification models, please see Section 10.

#### 3.1. Eligible applicants

To be eligible for application, the applicant must be employed as a teacher at Umeå University and have

- at least five (5) years of teaching experience at a higher education institution, corresponding to at least two years of full-time teaching.
- completed teaching courses for higher education of more than 10 weeks or 15 credits.

#### 3.2 Application

The application is to consist of a main text including CV and a statement from the head of department or equivalent. The head of department's statement only needs to certify the applicant's qualifications, in accordance with point 3.1 above. The application must clearly pertain to the criteria specified for recognised university teacher or distinguished university teacher.

The main text may be a maximum of eight (8) pages of text, accompanied by a maximum of twelve (12) appendices.

The application is made via the e-recruitment system. Only complete applications will be sent for assessment by an external expert.

Also see Instructions for applicants found on the university's intranet under *Acquisition of educational qualifications*.

### 4. External experts

An application to be appointed as a recognised university teacher is assessed by one (1) external educational expert adviser. An application to be appointed as a distinguished university teacher is assessed by two (2) external educational expert advisers. Dean of each faculty appoints such educational expert advisers. The Centre for Educational Development (UPL) should supply contact details to such potential expert advisers.



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Expert advisers assess applicants' educational expertise in accordance with set criteria.

Expert advisers are also appointed to validate foreign appointments. Two external expert advisers will assess how well the foreign model of educational qualifications fulfil the criteria stated for recognised university teacher and distinguished university teacher at Umeå University, see Section 10.

### 5. The Pedagogical Qualification Board

The Pedagogical Qualification Board has a coordinating function, which includes ensuring that the different faculties make equivalent assessments of educational expertise. The responsibility for designing and adopting criteria for educational expertise rests with the Pedagogical Qualification Board. Based on the expert advisers' assessments, the Board will provide a recommendation as basis for faculties' decisions, see Section 6. If the expert advisers do not deliver concordant assessments of applications for distinguished university teacher, the application will be processed in the Pedagogical Qualification Board. The Board's processing will focus on to what extent the assessments constitute adequate basis for decision. In certain cases, an application can be submitted to a third expert adviser for review. After processing, the Board will submit its recommendation to the faculties.

The chair of the Pedagogical Qualification Board is appointed by the Vice-Chancellor and is normally a member of the University Management. The Board also consists of two representatives from each faculty, appointed by their respective deans, and one representative each from the three students' unions. The Board co-opts an expert in educational matters from the Centre for Educational Development, as well as an already appointed distinguished university teacher selected by the chair. If required, an expert adviser on employer issues can be co-opted from the Human Resources Office.

The Centre for Educational Development also provides a secretary and supports the Board in administrative issues.

The term of office is four years and the Board convenes at least once per semester.

### 6. Processing at faculty level

The faculty is responsible for providing information on the qualification model, and for processing and administrating incoming applications.

Below follows a description of the procedures for the faculty's processing of applications:

- The application is sent to the faculty via Umeå University's e-recruitment system. The applicant is responsible for making sure that the documents are complete and that they comply with what is stated under point 3.2 above.
- The faculty registers and reports the matter to the Pedagogical Qualification Board.



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- Dean appoints one or more external experts.
- The faculty sends the application and assessment guidelines to the external experts.
- The faculty ensures that the external experts' statements are received within the required time period. External expert statements that are deemed insufficient as a basis for an appointment proposal can be sent back to the expert(s) for clarification.
- The faculty prepares incoming documents. After presentation to the Pedagogical Qualification Board, the chair decides on the recommendation the Board will issue to the faculty concerning the appointment of recognised and distinguished university teachers.
- The dean makes a decision based on the Board's recommendation. Before a decision is made by the dean, an applicant whose application is about to be rejected, must be given an opportunity from the faculty to withdraw their application. The decision cannot be appealed. The decision is registered at the faculty.
- The faculty dispatches the decision on appointment or rejection.
- The Centre for Educational Development coordinates information and communication of the decision made in dialogue with the affected faculties.
- The faculties ensure that certificates of the acquisition of educational qualifications are awarded the appointed teachers.
- The faculty is to process the salary adjustment in the administrative system Primula.
- The coordinator of the Board is responsible for coordinating an update of information on the intranet.

## 7. Gender equality

Appointments as well as distribution of expert advisers is to be continuously followed up from a gender equality perspective. An equal gender distribution must be strived for in the composition of the Board.

## 8. Financial matters

Teachers who are appointed as recognised or distinguished university teachers receive a salary increase applicable as of the month following their appointment. The size of the salary increase is set every fourth year by the Vice-Chancellor.

A fee is paid to expert advisers. This fee is the same for all faculties and is set by the Pedagogical Qualification Board. The fee to expert advisers is paid by each respective faculty.



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### 9. Internal communications

Information on the qualification model, criteria, guidelines for educational portfolios, the link to the e-recruitment system, appointed teachers, and on the dates of meetings of the Pedagogical Qualification Board is available on the university's intranet under *Acquisition of educational qualifications*.

The coordinator of the Board is responsible for making sure that university-wide information about the educational qualification model is up-to-date.

### 10. Validation of other educational qualification models

If a teacher has been appointed recognised or distinguished university teacher at another Swedish higher education institution, this assessment must normally be accepted by Umeå University. A description of the system for acquisition of educational qualifications and a certificate of achieved level are to be submitted via the e-recruitment system through calls that take place twice per year.

Teachers who have acquired an educational qualification from a foreign higher education institution can apply to have it validated at Umeå University. The validation is a two-step process. Firstly, the foreign model of educational qualification is assessed by external expert advisers. They assess how well the model fulfils the criteria stated for recognised university teacher and distinguished university teacher at Umeå University. This will generate a so-called validation key for the specific model of educational qualification. Based upon that validation key, the Board will assess and validate the application in question. If necessary, additions to the application will be requested.

Already validated models of educational qualification are published on the university's intranet under *Acquisition of educational qualifications*.

Validation requires:

- a description of the system for educational qualifications and a certificate of achieved level.
- certificate from the head of department concerning eligibility according to section 3.1 and a description of the teacher's educational activities.
- CV focusing on assignments and experience of education.

Applications for validation are to be submitted via the e-recruitment system through calls that take place twice per year. Only complete applications will be processed.